

SUBDIVISION APPLICATION REQUEST FORM

**CITY PLANNING COMMISSION OF NEW ORLEANS
9TH FLOOR AMOCO BUILDING
1340 POYDRAS STREET
New Orleans, Louisiana 70112**

To begin processing a **major** subdivision request, the following items must be submitted to the CPC staff. The staff **will not accept or process** incomplete Applications. The applicant shall submit the following items as a formal request for subdivision approval.

1. **LETTER OF REQUEST**, (see attached) using forms prescribed for this purpose and furnished by the staff and signed by **all** property owners (as they appear on the title to the properties) of the existing lots of record., If the property is owned by a corporation, a resolution authorizing the subdivision or authorizing an individual to request such approval shall be submitted. If the property is owned by a partnership, a copy of the Articles of Partnership shall be submitted, indicating who is authorized to make such a request on the behalf of the partnership. Proper ownership verification information is also required for partnerships and successions.
2. **THREE REDUCED COPIES AND TEN (10) FULL SIZE COPIES OF THE TENTATIVE PLAN** for the creation of more than five (5) lots and/or the dedication or revocation of streets, **AND a list of all adjoining property owners.** This plan is an actual survey prepared specifically for the purpose of resubdivision by a land surveyor registered in the State of Louisiana bearing his official stamp **The scale shall no be more than 1 inch equals 100 feet and a sheet size no larger than 24 inches by 30 inches.** The Plan should show:
 - a) a current date (**within 60 days prior to the date of submission**),
 - b) existing and proposed property lines
 - c) existing and proposed lot dimensions (including lot area),
 - d) existing and proposed lot designations,
 - e) square number or tract identification,
 - f) the municipal district (and address, if applicable),
 - g) bounding streets, servitudes, easements, existing improvements, existing sewer and water lines, house connections, and complete details of any encroachments onto the public right-of-way . This includes but not limited to trees, steps, porches, overhangs, roofs, buildings, fences, etc. Any existing servitudes must also be shown on the plan .**An instrument number must be noted for all recorded servitudes.**

3. **FEES FOR PROCESSING SUBDIVISION APPLICATIONS:**

All required fees are set by Chapter 118, Article II, Section 118-43 or Ordinance 828 M.C.S. known as the Code of the City of New Orleans and are available at the City Planning Commissions office. The cost of advertising for public hearings and the cost of the State required registered mail shall be borne by the property owner(s). Overpayments will be refunded and full refunds may be obtained if a written request for the withdrawal of an application for a subdivision is received before the staff has notified other agencies or sent public hearings (see attachment for required fees for all subdivisions).

PROCESSING THE SUBDIVISION REQUEST:

Upon determination that an application is complete, the Commission staff shall review the plan for compliance with Subdivision Regulations and Comprehensive Zoning Ordinance. The application shall be entered into Accela and assigned a docket number.

Copies of the plan will be distributed to various City/State/Federal agencies for review and written comments with respect to compliance with each department's regulations. Revisions to the submitted plan may be required for further review and final approval. Reviewing agencies include Sewerage and Water Board, Departments of Public Works, Entergy, Health, Safety and Permits, Real Estate and Records, Historic District Landmarks Commission, and Vieux Carre Commission, Corps of Engineers and Department of Natural Resources when wetlands may be involved.

PUBLIC HEARING REQUIREMENT

Any subdivision creating more than five (5) lots or the dedication /revocation of a street requires a public hearing, according the State law. **Upon submission**, the applicant shall provide a list bearing the names, addresses, lot, and square number of all abutting or adjacent properties of the parcel being subdivided so that a public hearing can be scheduled. As previously noted, the cost of advertising for public hearings and the cost of the State required registered mail shall be borne by the property owners. Please note that the Planning Commission may call for a public hearing on any subdivision if deemed necessary and in the best interest of the public. The same public hearing requirements shall be followed.

PLANNING ADVISORY COMMITTEE REVIEW:

Major subdivision must be reviewed by the Planning Advisory Committee (PAC) which is made up of representatives from various City departments. This committee will review the subdivision request and make suggestions/recommendations to the developer and to the City Planning Commission. The PAC usually meets at least twice a month, generally on the second and fourth Wednesday, in the Conference Room of the City Planning Commission. The deadline for submitting proposals is noon Wednesday, a week prior to the meeting.

PLANNING COMMISSION MEETINGS

The Planning Commission meets on the second and fourth Tuesday of each month. The subdivision should be submitted in proper form at least **four (4)** weeks prior to an expected meeting day, if required. However, the Commission staff as sixty (60) days to act upon a request. Please note that certain types of subdivisions require more staff preparation time before being presented to the Commission and additional time of two (2) weeks or more may be required. **Once the Commission has granted Tentative Approval to a resubdivision request, the**

applicant has the responsibility to complete all conditions and provisos as set forth by the Commission before the request can be considered for Final Approval.

NOTE: PRIOR TO FINAL APPROVAL The applicant **shall** obtain and submit the following items to the staff to complete the applicant's file:

1. **A reproducible copy (tracing, film or sepia)** and two (2) prints of the Final Plan to which approval may be signed. A digital copy of the survey (on disk/CD) shall be provided by the applicant's surveyor and shall be submitted as part of the final approval process.
2. **Mortgage Certificate**, available from the Office of Mortgages, Amoco Building, 1340 Poydras Street, 4th Floor, bearing a date within sixty (60) days of the date of Tentative Approval or of the date of notification by the staff of certified approval. In order to apply for a mortgage certificate it will be necessary to provide that office with a copy of the survey as well as a legal description of the property to be subdivided. If a legal description is not immediately available one can be obtained at the Office of Conveyances located in the Amoco Building, 1340 Poydras Street, Room 410

If the applicant does not meet all of the criteria, conditions, and provisos required for final approval within the sixty (60) days after notification of Tentative Approval and has already submitted a mortgage certificate, that certificate will be considered void, and an updated mortgage certificate shall be required before Final Approval. **Note:** Any mortgages on the existing property shall require a consent letter from the mortgage holder, in addition, any liens will also require a consent letter from the lien holder. If a judgment exists, the applicant shall provide City Planning with a consent letter from the judgment holder authorizing the proposed subdivision. If the judgment does not apply to applicant, the applicant shall provide a **statement** as such in an affidavit from an attorney. A signature of the City Attorney for the succession is acceptable.

A City Tax Research Certificate (for each existing lot) can be obtained from the city Department of Finance, Room 1 W 39, City Hall. All city taxes, charges assessed **must be paid prior** to final approval.

Once all of these conditions and provisos have been met, Final Approval will be granted. The applicant will be notified that the subdivision has been approved and is ready for Recordation. See Process for Recording a subdivision attached.

APPEALS:

The decision of the City Planning Commission to approve, approve with conditions, or deny the Tentative or Final Subdivision Plan may be appealed to the City Council within 30 days following the decision. Appeals shall be made by filing a Notice of Appeal with the Clerk of Council, with a copy to the Planning Commission and shall state specifically how the City Planning Commission failed to properly evaluate the proposed subdivision plan (see attached fee form for cost of appeal) .

For information concerning the above, please contact (504) 658-7033. Subdivision Regulation Booklets are available in the Planning Commission office for a fee of \$20.00 per copy or downloaded free from CPC's website at www.cityofno.com. Please retain a copy of this form for your records for future reference.

SUBDIVISION LETTER OF REQUEST

Date: _____

The property owners would like to request a resubdivision of:

Existing lots: _____

Municipal Number(s): _____

into

Proposed lots: _____

Tax Bill Number (for existing lot(s)) _____

Square: _____ Municipal District _____

As per survey by: _____ Date of
survey: _____

Reason for Request and proposed development (if applicable):

Current Land Use: Residential (number of dwelling units), Commercial or Industrial (type of Commercial or Industrial land use), briefly describe:

Print All Property Owners Names
As they appear on the Title

Signature

_____	_____
_____	_____
_____	_____

Contact Person: _____

Address & Phone: _____

E-mail Address: _____

Receiving Planner _____ Office Use Only
Zoning District _____ Zoning Base Map _____

ADJOINING PROPERTY OWNERS INFORMATION

Names and addresses may be obtained from the **Assessor's Office** on the **Fourth Floor of City Hall**. List the names and addresses of the owners of all abutting properties and all properties on both sides of the street of the block on which the petitioned site is located. For corner properties, provide the names and addresses for the property owners for both streets, and the property located cater-corner to the subject. Attach Assessors print-out or copy the names below. Attach additional sheets if necessary.

Lot _____ Square _____
Owner's Name _____

Mailing Address _____

Lot _____ Square _____
Owner's Name _____

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Owner's Name _____

Mailing Address

FEES FOR PROCESSING SUBDIVISION APPLICATIONS

Fees, as established by the City Council with the adoption of Ordinance 11,269 M.C.S., on July 10, 1986 amending section 47-7.1 of Chapter 47 of Ordinance Number 828 M.C.S. known as the Code of the City of New Orleans are as follows:

- For all subdivisions, there shall be a base filing fee of \$200.00 plus \$25.00 per lot for each lot proposed.
- Any subdivision proposing the dedication of a street or portion thereof shall pay the filing fee based upon the number of lots or a minimum fee of \$500.00, whichever is greater.
- Applicants submitting subdivision proposals under Policy E of the Subdivision Regulations shall pay a fee based upon the number of lots or a minimum fee of \$350.00, whichever is greater.
- A \$300.00 Site Plan Review fee shall be required for any subdivision wherein site plans are submitted or are a part of the application procedure. This fee is in addition to any other applicable processing fees mentioned above.
- A fee of \$100.00 shall be required for subdivisions which require reapproval or recertification by the City Planning Commission.
- Requests for reconsideration of subdivision proposals, previously acted upon by the City Planning Commission, shall require a fee of \$200.00.
- A processing fee of \$300.00 shall be required for appeals to the City Council of the City Planning Commission's actions on any subdivision.



CITY OF NEW ORLEANS

CITY PLANNING COMMISSION

Recordation Procedure for Subdivisions

Note: Subdivisions must be recorded within 30 days from the date of approval by the City Planning Commission. If you fail to record your plans within the 30 day there will be a \$100.00 fee for recertification of subdivisions by the City Planning Commission.

Step 1	Upon notification by City Planning Commission staff, the applicant will pick-up the signed subdivision plan and a transmittal letter.
Step 2	The applicant will make 7 copies of the survey
Step 3	<p>The applicant will take 7 copies of the survey and the transmittal letter to Real Estate and Records (City Hall Room 5W)</p> <p><u>Real Estate and Records will:</u></p> <ol style="list-style-type: none">1. Stamp and sign the subdivisions, (RE & R will keep six and return one to the applicant)2. Prepare 6 copies of the Declaration of Title Change form (return 5 copies to the applicant and keep one for RE & R) <p><u>Note: The owner of the property must sign the Declaration of Title Change which must be Notarized.</u></p>
Step 4	<p>The applicant will then take the survey and the Declaration form to Notarial Archives office (Amoco Bldg, 1340 Poydras Street, Suite 500)</p> <p><u>Notarial Archives will:</u></p> <ol style="list-style-type: none">1. Stamp the Declaration of Title Change form and subdivision plan with the archives recordation number.2. A fee will be assessed
Step 5	<p>The applicant will then take the survey (1 copy) and the Declaration (5 copies) forms to the Office of Conveyances (Amoco Bldg, 1340 Poydras Street, Suite 400)</p> <p><u>Office of Conveyances will:</u></p> <ol style="list-style-type: none">1. Assign and stamp instrument number on each document2. Return 1 copy of the Declaration form to the applicant (and forward the remaining copies to Notarial Archives and RE & E).3. A fee will be assessed
Step 6	<p>The applicant will return to City Planning Commission (Amoco Bldg, 1340 Poydras, Suite 900).</p> <p><u>City Planning Commission will:</u></p> <ol style="list-style-type: none">1. Take a copy of the receipts from Notarial Archives and the Office of Conveyances